Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and/or resumes with salary history may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Procurement Specialist

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the direction of the Manager of Procurement, performs advanced level work to prepare and conduct complex procurement activities and formal procurements for goods, materials, services, and construction. Writes or oversees the preparation of contracts. Also is responsible for staying current on the Ellipse procurement system. Essential duties include, but are not limited to, the following:

Example of Duties

Essential Functions

- Prepares, prioritizes, and conducts complex acquisitions of equipment, materials, supplies, construction, and services and contracts for formal procurement processes such as Requests For Proposal's (RFP's), Invitations For Bids (IFB's, etc. in accordance with MTS policies and procedures and State and Federal requirements
- Selects vendors, compares price quotations, negotiates terms, and awards contracts in accordance with authorized approval levels
- Prepares contracts that conform to MTS polices as well as State and Federal requirements.
- Researches and interprets contract provisions including explaining contract processes, penalties, and compliance terms to users and Contractors

Duties may include, but are not limited to, the following:

- Interacts with originating departments to ensure that available goods or services meet with their requirements including assisting with the development of specifications or scope of work.
- Provides technical expertise and guidance to others concerning contractual agreements and formal procurement processes.
- Resolves discrepancies in contracts and prepares written documentation as required
- Documents procurements and maintains various procurement files in hard copy and electronic format.
- Writes reports and agenda items for the Board of Directors.
- Solicits small businesses, Disadvantaged Business Enterprises (DBE), and Women-owned Business Enterprises (WBE) to participate in the MTS procurement process.
- Responsible for maintaining, supporting, and promoting a safe work environment while complying with all of MTS' safety rules, policies, and procedures.
- Provide continuous effort to improve procurement operations, streamline work processes and work cooperatively and jointly with others to provide quality customer service.
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts; the ability to prepare letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word, Excel and Outlook and the ability to learn and use other software that we might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer. Work may require more than 8 hours per day or require irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

A accredited college degree (BA) in Public Administration, Business Administration with a minimum of six years of experience as a Procurement Specialist, Contract Manager, Contract Administrator, Buyer, or equivalent, in a high volume public agency. A suitable combination of relevant education and applicable experience may be considered.

Possess excellent computer knowledge in order to perform assigned duties.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical and a criminal and civil background check.

Salary

$53,356 - $82,702

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*